THE INFORMATION COLLECTIONS AND REPORTS MANAGEMENT PROGRAM; CONTROLLING INTERNAL, PUBLIC, AND INTERAGENCY AIR FORCE INFORMATION COLLECTIONS

AFI 37-124, 29 March 1994, is supplemented as follows:

1.3.3. In AETC:

1.3.3.1. The Chief, Information Systems Flight, at each base is the ICR manager.

1.3.3.2. HQ Air Force Officer Accession and Training Schools (HQ AFOATS) and HQ Air Force Recruiting Service (HQ AFRS) commander will appoint an ICR manager by memorandum and forward an information copy to HQ AETC/SCMC. ICR managers will:

1.3.3.2.1. Assign RCSs for reports and maintain a suspense and record file as listed in this instruction.

1.3.3.2.2. Submit a semiannual RCS status report, RCS: SAF-AAI(SA)9223, to HQ AETC/SCMC by 15 January and 15 June each year.

1.3.3.2.3. HQ AFOATS ICR manager will send all requests for OMB clearance numbers to the base ICR manager for forwarding to HQ AETC/SCMC. HQ AFRS ICR manager will submit all OMB clearance number requests to HQ AETC/SCMC.

1.3.4. HQ AETC/SCMC is the command ICR manager. Each HQ AETC director and chief of special staff will appoint an ICR manager and notify HQ AETC/SCMC by memorandum of the ICR manager's name, office symbol, and telephone number. *Exception:* HQ AETC/RS will follow guidance listed in paragraph 1.3.3.2.

1.4. Anyone discovering a reporting requirement in an AETC publication that does not have an assigned HQ AETC RCS should report the finding to HQ AETC/SCMC.

3.8.2. HQ AETC/SCMC will send a reminder of expiration dates.

JOAN W. BLANKENBEKER, Colonel, USAF
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